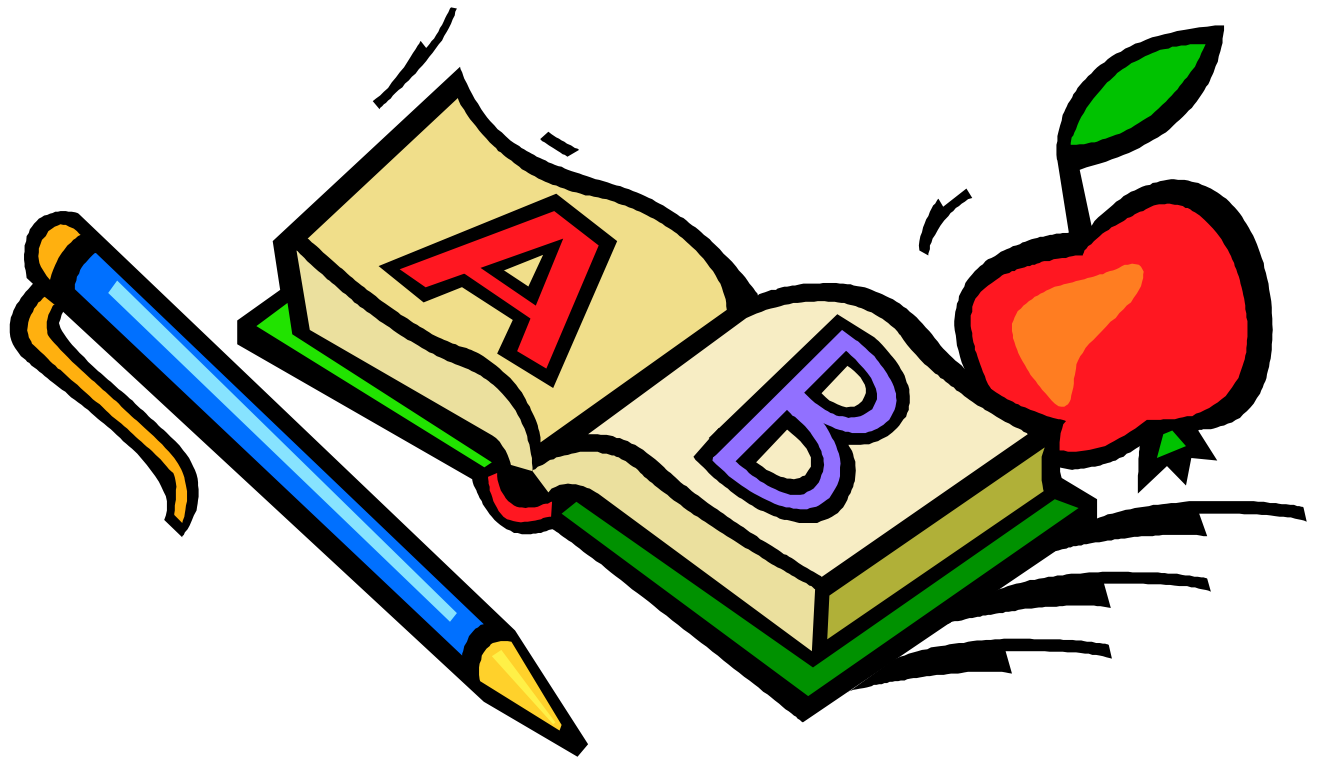




CITY OF ISSAQUAH PARKS & RECREATION DEPARTMENT



PRESCHOOL PARENT MANUAL 2013-2014

ISSAQUAH PARKS & RECREATION PRESCHOOL PROGRAM

Issaquah Parks & Recreation Main Line: 425-837-3300

Cathy Jones, Recreation Coordinator: 425-837-3317

ISSAQUAH PARKS & RECREATION

MISSION STATEMENT

The City of Issaquah will provide Greater Issaquah Area residents with opportunities to participate in diverse recreational, cultural and civic activities.

PRESCHOOL

MISSION STATEMENT

Issaquah Parks & Recreation

serves the community's need for a professional and quality Preschool program that provides opportunities for social, emotional, academic and physical development for children, ages 3-5.

PHILOSOPHY:

The Issaquah Parks & Recreation Preschool program and facilities are designed to promote the success of three main goals:

1. Foster and encourage socialization
2. Teach and increase cooperation
3. Increase listening skills

GOALS/OBJECTIVES:

Social and Emotional Development

- Cooperative interaction with others: Sharing
- Building of positive self-esteem
- Increase ability to deal with problems, disappointment, and frustration

Physical Development

- Large Muscles – hop, skip, balance, etc.
- Small Muscles – use of pencils, scissors, buttons, zippers, etc.

Academic Development

- Language
- Seasonal Topics
- Shapes and Colors
- Problem Solving
- Science
- Art Expression
- Play

PRESCHOOL LOCATIONS:

Issaquah Community Center
 301 Rainier Blvd S.
 Issaquah, WA 98027-1307
 Phone: 425-837-3300

Memorial Park Center
 105 2nd Ave NE
 Issaquah, WA 98027-1307
 Phone: 425-837-3344

PRESCHOOL SCHEDULE:

Three Year Olds	Tues/Thurs	9:30 AM - Noon	I.C.C. Maple Room
	Tues/Thurs	9:30 AM - Noon	Memorial Park Center
	Tues/Thurs	12:30 - 3:00 PM	Memorial Park Center
Four Year Olds	Mon/Wed/Fri	9:30 AM - Noon	I.C.C. Maple Room
	Mon/Wed/Fri	9:30 AM - Noon	Memorial Park Center
Pre-Kindergarten	Mon/Wed/Fri	12:30 - 3:00 PM	I.C.C. Maple Room

The Preschool program follows the Issaquah School District school calendar year in regards to holidays and vacations. If the calendar changes at all, you will be notified immediately.

REGISTRATION for 2013-2014:

Registration must be in person and will be accepted on a first come, first serve basis, depending upon space availability. Early registration is provided for returning students and their siblings. Upon registration, a one-time non-refundable \$50 deposit per student will be charged. Additionally, the May 2014 tuition payment is required to hold a place in the program for your child.

Early Registration for **CURRENT Families:** Begins Wednesday, January 23, 2013, 9:45 AM
 Numbered tickets can be distributed beginning at 7:00 AM

Registration for **NEW Families:** Begins Wednesday, February 6, 2013, 8:00 AM
 Numbered tickets can be distributed beginning at 7:00 AM

2013-2014 FEES:

Three Year Old Program	\$178 per month	(Must be 3 on August 31, 2013)
Four Year Old Program	\$232 per month	(Must be 4 on August 31, 2013)
Pre-Kindergarten Program	\$232 per month	(Must be 4 on August 31, 2013)

PAYMENTS:

The monthly payment is due by the 5th of the month. We can automatically bill your credit card for tuition payments. Payments can be made by mail, telephone (for credit card payments) or in person by visiting our office at the Issaquah Community Center. Forms of payment accepted are cash, check and credit card (MasterCard or Visa). Please make all checks payable to "City of Issaquah". **A late fee of \$10 will be charged if payment is not received by the 5th of the month.** If payment is not received by the 10th of the month, a letter of termination will be sent which is effective at the end of the delinquent month. Preschool teachers are not authorized to accept tuition payments. Call Ann at 425-837-3300 if you have questions about payments.

WITHDRAWALS:

Two weeks written termination notice is required to withdraw from the program in order to receive a full refund for May's tuition. Withdrawals requested less than two weeks will receive 50% of May's tuition. Parents will be responsible for payment for those days your child has attended school and for any accrued late fees.

EXTENDED VACATIONS:

Payment is required each month in order to hold your child's spot in the Preschool program. Unfortunately, we cannot waive payment due to an extended vacation.

DROP-OFF/PICK-UP PROCEDURES:

Children may be dropped off 5 minutes before the scheduled start time. Pick-up will be within 5 minutes of the ending time of the class. The child must be escorted and signed in and out **daily** by the parent or authorized person. Please leave a telephone contact where you can be reached during the school day. **Children will not be allowed to leave the building with anyone whose name is not on file (including parents), as authorized to pick-up/drop-off your child. No phone-in changes to this information are permitted.** Maple Room: use the entrance on the east side of the building by the parking lot for dropping off and picking up children. Memorial Park Center: use the main front entrance.

PARKING:

We ask that you do not leave unattended children in your car while picking up or dropping off your children at Preschool. This is not safe as well as against the law. Please do not leave your car running while you are out of your car. Finally, please do not park in the handicap parking spaces unless you have valid tabs to do so.

PARENT/TEACHER COMMUNICATION:

Open communication is key to a successful Preschool experience for the parent and child. Parent conferences occur each January. However, please feel free to take the initiative in scheduling an additional meeting with your teacher. If you feel your needs are not being addressed by the teacher, please contact either the Preschool Director or Recreation Coordinator at 425-837-3300.

Yvonne Colpitts, Preschool Director
Cathy Jones, Recreation Coordinator

yvonnec@issaquahwa.gov
cathyj@issaquahwa.gov

STUDENTS WITH SEPARATED/DIVORCED PARENTS:

The parent who registers the child and signs the original paperwork has the authority to add/delete names and information on the Participant Information Form. This includes the list of authorized individuals, including parents, who may pick up their child. If appropriate, both parents may sign the original paperwork.

It is the responsibility of the parents to request dual communication. Parents are welcome to supply additional phone numbers and/or email addresses so that staff may distribute two pieces of information to parents.

TYPICAL DAILY SCHEDULE:Morning example:

9:30 AM	Free play & Interaction Teacher and Assistant works 1-on-1 with each student
10:25 AM	Clean Up
10:30 AM	Circle Time (calendar, weather, Pledge of Allegiance, story, songs)
10:45 AM	Snack
11:00 AM	Silent Read
11:10 AM	Recess
11:30 AM	Table Time (academic)
11:45 AM	Sharing Time
12:00 PM	Dismissal

PRESCHOOL CURRICULUM:

Our well-rounded preschool curriculum provides creative learning, social interaction, development of new academic skills, a variety of daily learning centers, circle time, art, and play time. Finally, several walking field trips will be scheduled each year. We will visit local sites such as the library, police station, fire station, or grocery store.

KINDERGARTEN READINESS:

Preschool staff are aware of the Issaquah School District list of experiences and skills that are deemed “highly desirable” by Kindergarten Teachers within the Issaquah School District. These experiences and skills are incorporated into the overall Issaquah Parks & Recreation Preschool program. Additionally, the Pre-K class goes a step further by incorporating a sight-word curriculum.

HOLIDAYS/BIRTHDAYS:

The Preschool program does include celebrations, parties, craft projects, songs, and/or education about many national holidays including: Martin Luther King Jr. Day, Presidents’ Day, Valentine’s Day, St Patrick’s Day, Easter/Spring, Mother’s Day, Memorial Day, Father’s Day, Halloween, Veterans Day, Thanksgiving, Hanukkah and Christmas. Student birthdays are celebrated as well.

SNACKS:

Parents are asked to sign up and take turns providing a healthy snack for the class. Snacks should be store-bought, in original packaging, and unopened, thereby the list of ingredients is readily available. We are unable to serve homemade snacks. Please advise us if your child has any food allergies and if so, you may prefer to send a daily snack for your child.

WHAT TO BRING AND WEAR:

We ask that you send your child to preschool dressed in play clothes and tennis shoes. This is to ensure your child is comfortable and safe. Tennis shoes are requested, as children will be using the carpeted gym area on a regular basis. Participants should bring extra clothes suitable for a change in the weather (jackets, shorts, sweatshirt, etc.) We also suggest that your child have a coat/sweatshirt on hand in case of emergency and needing to be outside for an extended period of time. Students are asked NOT to bring valuables and toys from home. All clothing and personal items should be marked with the child's name for easy identification. Clothing left at school will be placed in the "lost and found" and taken to the Food and Clothing Bank at the end of each month if unclaimed.

STUDENT BEHAVIOR EXPECTATIONS:

- Children must keep their hands and feet to themselves at all times. This means no hitting, biting, scratching or throwing items at other students or staff.
- All children should be toilet trained. While we realize that accidents do happen, we have insufficient staff to deal with this problem on a regular basis.
- Temper tantrums, excessive screaming or yelling are not acceptable behaviors. Child will be removed from the group for a “time out.”

DISCIPLINE:

- If appropriate, Teachers will first redirect the child to an acceptable activity and behavior.
- Teachers utilize “quiet times”. If a child needs to separate themselves from the group to quiet down, the Teacher will provide a chair off to the side of the classroom. The child is welcome to return to the classroom activities, when they feel that they are ready.
- If necessary, a Teacher may contact a parent for immediate pick up.
- A Teacher will notify the parent upon pick up if a “quiet time” was taken by their child. If a behavior becomes a regular issue, the Teacher may set up a parent meeting to discuss ideas and methods.

ILLNESS:

Children who are ill (with or without a temperature), or are unable to participate in regular activities should not come to Preschool. If your child has a fever, active rash, nausea, diarrhea, sore throat, stomach pain or has had any of these symptoms within the last 24 hours, he/she should not attend Preschool.

If a child becomes ill while he/she is in our care their parent/guardian will be notified and asked to pick up their child. Symptoms such as vomiting, severe coughing or diarrhea will require removal of the child from the school setting. The parents should establish an alternate plan for each child when they are unable to pick up a sick child or if they cannot be reached by telephone during the school day. Be sure to list anyone who may potentially pick up your child on the preschool information sheet. This plan should be given to Preschool staff and will be kept on file.

INJURIES:

Issaquah Parks & Recreation staff is trained in First Aid and CPR. Minor cuts, bruises and scrapes will be treated with soap, water and a bandage and parents will be notified upon their arrival at school for pick-up. All injuries, treatments and parental notifications are documented by Preschool staff.

Staff will notify parents immediately of any head injury, nose bleed, or other serious injury and treatment given. If staff is unable to reach a parent, they will call the second emergency contact number listed on the student’s emergency form.

EMERGENCY PROCEDURES:

In case of a serious injury or illness, the following procedures will be followed:

- Call 911
- Administer First Aid/CPR
- Contact parent or emergency contact
- File Accident/Medical Report

INCLEMENT WEATHER SCHEDULE:

In case of inclement weather and Issaquah School District is closed, Preschool will also be closed. If Issaquah School District schools are running late, all programming will continue as scheduled unless otherwise notified. Every effort will be made to schedule makeup days later in the year. Please check your email if you see snow on the ground, as every effort will be made to keep you informed. Parks & Recreation Weather Line: 425-837-3326.

MAJOR DISASTER:

Each classroom has an emergency kit with food, water, first aid kit and radio in the event that children are required to stay on site for an extended period. In the event of an earthquake, or other major disaster, phone contact with Issaquah Parks & Recreation may be unavailable. After an earthquake, all students will be evacuated as soon as it is safe to do so and will remain outside until a complete structural check of the building can be obtained. In the event of a lockdown, please note that no individuals will be permitted to enter or exit the building. Specific emergency procedures will be reviewed and practiced at each of our sites.

MEDICATION:

Our staff is not permitted to administer, safeguard or remind children to take prescription or non-prescription medication. This includes Tylenol, cough medicine, allergy medicine, and sunscreen. If your child takes medication regularly or for a temporary condition, any medication must be brought in the original container and be clearly labeled with child's name and description of medication, physician and dosage. Staff cannot hold medications. Children must be in possession of their own medication and/or sunscreen and must be able to administer it themselves. Please be sure to list any medications your child takes on a regular basis on the participant information sheet.

SPECIAL NEEDS:

Parent/Guardian must notify the Issaquah Parks and Recreation of any special requests or limitations of their child at the time of enrollment. The City may only provide reasonable accommodation for specific activities and a child may be denied participation if the accommodation is not sufficient to have the child safely participate or the parent may need to provide a one-on-one attendant. The Issaquah School District offers an excellent Special Needs Preschool program, if needed.

POTTY-TRAINED REQUIREMENT:

Children must be fully potty-trained in order to attend Preschool. Should your child have an accident, you will be called and expected to come to school immediately to assist your child. Should this occur more than once, you will be asked to withdraw from the program until your child is fully trained and ready to attend Preschool.

CHILD ABUSE REPORTING:

Washington State Law requires that Parks & Recreation staff immediately report to the Police or Child Protective Services an instance where there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect or exploitation.